

Town of Berwyn Heights
Class Specification

Job Title: Public Works Director
Department: Public Works

Grade: 14

Job Summary and Distinguishing Features of the Work

This position plans, organizes, coordinates and directs the activities and functions of the Public Works Department. The work involves providing technical advice and supervision in the disposal of Town recycling and refuse and in the construction, repair and maintenance of Town buildings and facilities, infrastructure, automotive equipment, and all other activities of the Public Works Department. This position works under the day-to-day direction of the Town Administrator and implements policy guidance from the Town Council and the Council Member appointed as the Department's liaison. The Public Works Director is a member of the Town Administrator's senior staff group working in a coordinated and collaborative approach across all Town Departments.

Essential Job Functions

- Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff in coordination with the Administration Department; planning, assigning and directing work; establishing deadlines; appraising performance; providing employees with timely feedback; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.
- Provides overall direction, supervises and works directly on the implementation of all aspects of the Department, ensuring that activities are completed consistent with the Town Council and the Town Administrator's goals and objectives.
- Provides for the training of personnel in departmental activity and safety. Evaluates safety precautions and takes action to eliminate hazardous equipment and practices.
- Plans and implements near and long-term goals, objectives, and strategies for the department, projects, and programs to ensure efficient organization and completion of work. Plans goals, objectives, organizational structure, and overall direction for the Department.
- Provides leadership and supervisory skill to determine appropriate staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plans, directs, coordinates, and manages Public Works staff through assignment of work, review and evaluation of work methods and procedures.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct and implement changes.
- Determines departmental needs and monitors the purchasing of equipment, materials and supplies.
- Participates in the preparation of plans and specifications for contract bids. Reviews contract work and assures compliance with the terms of all Public Works contracts.
- Represents the Town on various boards and organizations on the local, regional, State and Federal levels.
- Represents the Department at various board and committee meetings.
- Formulate the Department's annual budget and reviews Department operating budgets.
- Other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of principles and practices of infrastructure maintenance, administration, methods, procedures, inclement weather operations, and related activities and services.
- Thorough knowledge of the vehicles, equipment, tools and materials needed for an efficient and effective Department.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions. Ability

to formulate safe operation policies and procedures.

- Ability to prepare and maintain accurate and concise records and reports.
- Ability to plan and coordinate the administrative, financial and operational functions of the department.
- Ability to apply knowledge of budgeting.
- Ability to develop and implement plans and programs and objectively evaluate progress toward goals and timetables.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- All applicable local, State, Federal laws, rules and regulations.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software like Microsoft Office products.
- Ability to work the allocated hours of the position.

Language Skills:

- Ability to establish and maintain effective and professional working relationships with vendors, colleagues, Town staff, and governmental officials.
- Ability to communicate in both written and verbal form.
- Ability to read (as examples) policies and procedures, written instructions, general correspondence, safety manuals, and maps.

Reasoning Ability

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; local, State, and Federal regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal laws and regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to professionally respond to complaints and grievances.
- Ability to use good judgement and effectively solve problems.
- Ability to understand, calculate, and formulate budgets, budget analysis, and/or financial data.

Physical and Work Environment

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.
- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and repetitive motions and occasionally requires walking, climbing or balancing, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.

- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.
- Work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and working in or with traffic.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Minimum Qualifications Required

- Bachelor's degree in public or business administration, civil engineering or in related studies preferred and;
- Minimum of five years of progressively responsible related experience in building/facility maintenance, road maintenance, refuse and recycling collection, with a general understanding of contract management, administration and techniques; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.
- Minimum five years supervisory and administrative experience to include leading, directing, evaluating and assigning work to personnel.

Licenses and Certifications

- Valid Driver's License is required.
- Certification, or willingness to obtain certification, by the State of Maryland in pesticide application and roadside tree care are a preference.
- Participation in professional organizations is strongly encouraged.